

# Retention and Classification Report

**Agency:** Sanpete County (Utah). County Assessor (2706)

160 North Main  
Manti, UT 84642

**Records Officer**

20845    Appraisal cards

**AGENCY:** Sanpete County (Utah). County Assessor

**SERIES:** 20845

3

**TITLE:** Appraisal cards

**DATES:** 1940-

**ARRANGEMENT:** Numerical by serial number

**DESCRIPTION:**

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 11, Item 1.

**AUTHORIZED:** 10/22/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

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authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public